

# **Monthly Report**

**February 1, 2007 through February 28, 2007**

## **Project Title**

Montana Department of Transportation (MDT) One Stop Shop for Traveler Information

## **Principal Investigator**

Michael Berman  
Program Manager  
PBS&J

## **Research Assistants**

The work performed under this contract has been performed by PBS&J with the assistance of our subcontractors, Current Transportation Solutions and ETC Institute.

## **Introduction**

This first monthly report covers the period from February 1, 2007 through February 28, 2007. During that month, the PBS&J team began work on the early tasks in the project.

The next section provides an overview of the project objective. The report then provides an overview of the progress completed during the previous month, and compares anticipated budget and work to the project schedule.

## **Project Objective**

The objective of this project is to develop an implementation plan for a one-stop shop for traveler information, with a focus on traveler information needs for the transportation-disadvantaged, including the elderly, disabled, and poor. In addition, the plan should address traveler information needs for tourists.

## **Work Progress**

This was the first month in which we worked on this project. We performed the following tasks:

- Continued conducting research to fulfill the requirements of:
  - Task 3.1.1 (review transportation information systems)
  - Task 3.1.2 (identify current technologies)
  - Task 3.1.3 (review existing Montana transportation information services)

- Task 3.1.8 (review funding options)
- Task 3.1.9 (review TranPlan 21)
- Provided additional information to the Project Technical Advisory Committee (TAC) to help reach a determination as to the number and composition of the planned focus groups.
- Developed a proposal to schedule focus groups as follows:
  - April 10, 11:30 AM: Helena Area Transportation Advisory Committee
  - April 19, 11:30 AM: Northeast Montana Transportation Network (Wolf Point)
  - April 20, 11:30 AM: Missoula Specialized Transportation Advisory Committee
- Began work on the moderator's guide for the focus groups.

## **Issues**

Assuming that the focus groups are held as proposed above, the schedule will slip by approximately two months. A revised schedule is included with this progress report. We can discuss ways to minimize the slippage.

## **Major Accomplishments or Discoveries**

Project staff completed draft technical memoranda on Tasks 3.1.3 and 3.1.8. In addition, we have proposed a focus group schedule and are awaiting confirmation of that schedule.

## **Work Projection**

During the next month, we plan to complete the following activities:

- Finalize the schedule for the focus groups.
- Complete the focus group materials
- Conduct interviews with additional stakeholders as needed.

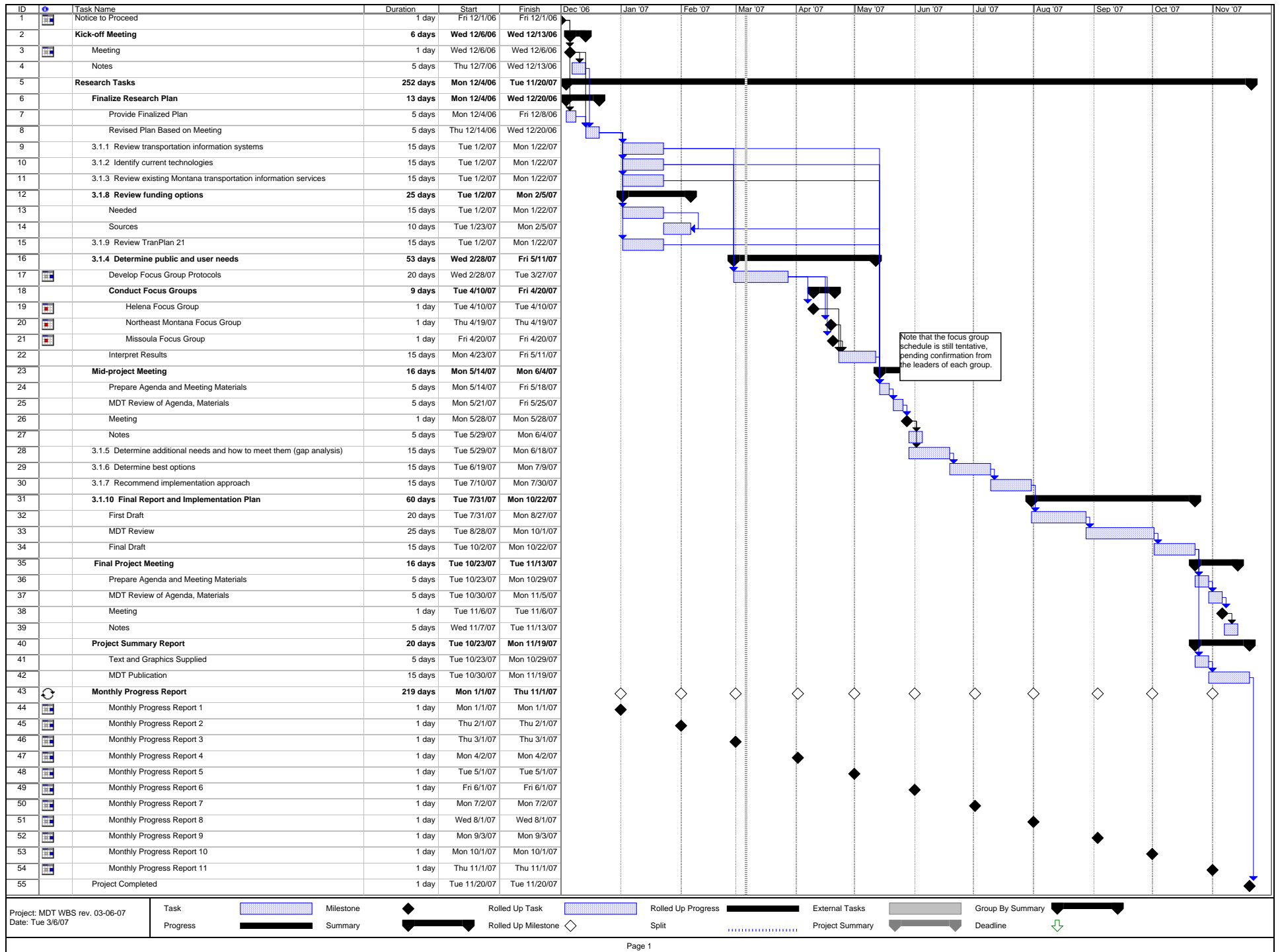
## **Schedule**

A revised schedule is attached.

## **Financial Report**

Table 1 on the following page shows the current financial status of the project as of the end of January, 2007. Beginning with this progress report, and in the interest of

providing the progress report at the end of the calendar month, the financial summary will lag behind the progress report by one month.



**Table 1: One-Stop Shop Financial Summary**

<b>Task</b>	<b>Initial Cost</b>	<b>Expended to Date</b>	<b>Percent Expended</b>	<b>Amount Remaining</b>	<b>Percent Remaining</b>	<b>Estimated Percent Complete</b>
Finalize Research Plan	\$ 7,318	\$ 5,680	77.6%	\$ 1,638	22.4%	100%
Review Transportation Information Systems	\$ 8,685	\$ 3,700	42.6%	\$ 4,985	57.4%	75%
Identify Current Technologies	\$ 9,349	\$ 3,700	39.6%	\$ 5,649	60.4%	75%
Review existing MT Information Services	\$ 8,043	\$ -	0.0%	\$ 8,043	100.0%	
Determine Public and User Needs	\$ 35,000	\$ -	0.0%	\$ 35,000	100.0%	
Determine Additional Needs	\$ 12,753	\$ -	0.0%	\$ 12,753	100.0%	
Determine Best Options	\$ 4,559	\$ -	0.0%	\$ 4,559	100.0%	
Recommend Implementation Approach	\$ 3,757	\$ -	0.0%	\$ 3,757	100.0%	
Review Funding Options	\$ 3,446	\$ -	0.0%	\$ 3,446	100.0%	
Review TranPlan 21	\$ 2,075	\$ 2,044	98.5%	\$ 31	1.5%	100%
Implementation Plan	\$ 16,344	\$ -	0.0%	\$ 16,344	100.0%	
Kick-Off Meeting	\$ 4,961	\$ 4,274	86.2%	\$ 687	13.8%	100%
Mid-Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Final Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Project Summary Report	\$ 1,335	\$ -	0.0%	\$ 1,335	100.0%	
Monthly Progress Reports	\$ 3,414	\$ 358	10.5%	\$ 3,057	89.5%	11%
<b>Total</b>	<b>\$ 130,963</b>	<b>\$ 19,757</b>	<b>15.1%</b>	<b>\$ 111,207</b>	<b>84.9%</b>	
		<b>Actual</b>	<b>Projected</b>			
State Fiscal Year 2007 Expenditures		\$ 19,757	\$ 24,381			
Federal Fiscal Year 2007 Expenditures		\$ 19,757	\$ 24,381			